

Module 7

Chapter 6

Recording Certifications and/or Licenses

Purpose

This process will guide you through the steps to track training courses toward receiving a certification or license. Information is stored in an employee's record that resides in Oracle HR –Extra Information. The Certifications/Licenses DDF displays occupational certification code, date certification issued, whether or not training was taken to obtain a certification or license, and costs that were incurred.

Who Does It

This responsibility is limited to the CIVDOD HR-Training Personnelist and the CIVDOD HR-Training Adm.

Before You Begin

DCPDS will record Certifications/Licenses in the Special Information DDF of the People record. There is a shortcut to the SIT available on the HR-Training Navigation Menu. Tracking Certifications/Licenses Training Courses is updated using an HR-Training responsibility.

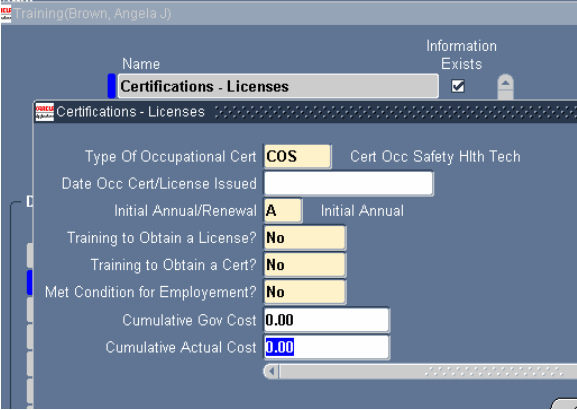
Steps for Recording Certifications/Licenses

Step	Action
1	Select an HR-Training Personnelist or HR-Training Administrator Responsibility.
2	On the Navigation List > Special Information > People/SITS for Training.
3	Query for the employee. When the employee window appears, click <i>Special Information</i> .

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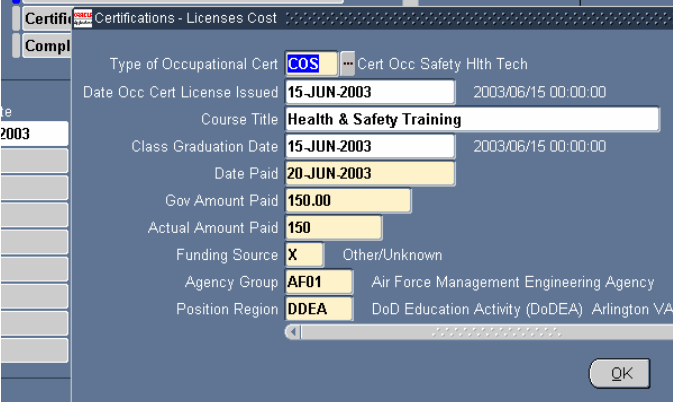
Steps for Recording Certifications/Licenses, continued

Step	Action
4	<p>When the Certifications-Licenses DDF displays, click in the <i>Details</i> section.</p> 
5	<p>When the <i>Extra Information</i> Window displays, complete the following data fields only one time for the life of the certification/license:</p> <p>Type of Occupational Cert - select the code from the LOV</p> <p>Date Occ Cert/License Issued – enter the date when issued or leave it blank until the certification or license is issued</p> <p>Initial Annual/Renewal - select the applicable response from the LOV</p> <p>Training to Obtain a License? – enter ‘Y’ for Yes and ‘N’ for No</p> <p>Training to Obtain a Cert? – enter ‘Y’ for Yes and ‘N’ for No</p> <p>Met Condition for Employment? – enter ‘Y’ for Yes and ‘N’ for No</p> <p>Cumulative Gov Cost – Do not enter data here. This amount will flow from <i>Certifications-Licenses Cost</i> DDF</p> <p>Cumulative Actual Cost - Do not enter data here. This amount will also flow from <i>Certifications-Licenses Cost</i> DDF</p> <p>Click OK.</p> <p>Close this window and return to the <i>Special Info</i> DDFs.</p>

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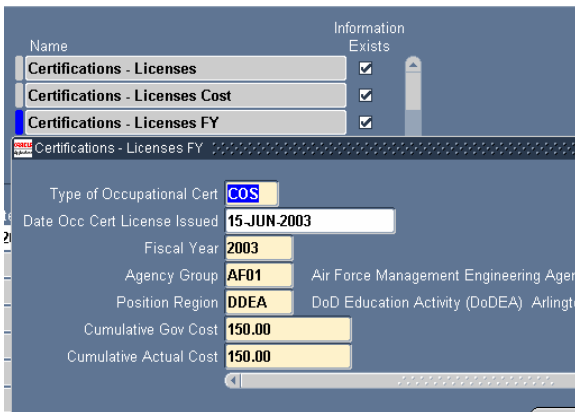
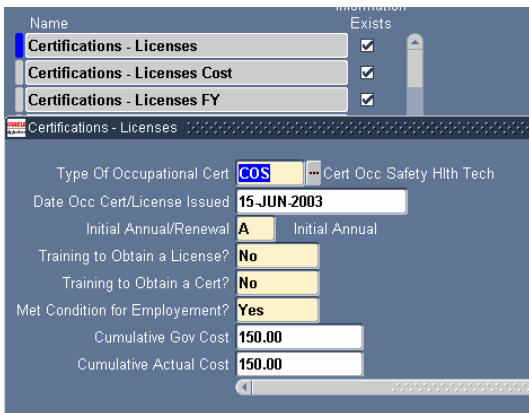
Steps for Recording Certifications/Licenses, continued

Step	Action
9	<p>Select the Certification-Licenses Cost DDF. Click in the <i>Details</i> section for the <i>Extra Information</i> window to display.</p> 
10	<p>Complete the following data fields for every training course taken.</p> <p>Type of Occupational Cert – place your cursor in this field and the data will auto populate from the previous screen</p> <p>Date Occ Cert/License Issued – the date will also auto populate with the latest date stored in <i>Certifications - Licenses</i> DDF</p> <p>Course Title – enter course title if training is associated with this certification or license or leave blank if you are recording the cost of a license</p> <p>Class Graduation Date – enter date as appropriate or leave blank if you are recording cost of a license</p> <p>Date Paid – enter the date when paid or date when license was received</p> <p>Gov Amount Paid – enter the amount paid by the government</p> <p>Actual Amount Paid – enter the total amount paid (data flows from Actual Total Cost in Completed Training)</p> <p>Funding Source – select appropriate source from the LOV</p> <p>Agency Group – select appropriate agency group from the LOV</p> <p>Position Region – select appropriate region where position is located from the LOV</p> <p>Click OK.</p> <p>NOTE: If the training is associated with this entry, the data fields will auto populate when you type the Course Title as it is entered in Completed Training.</p>

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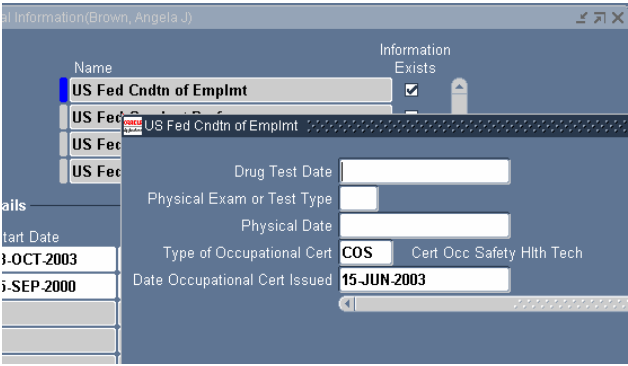
Steps for Recording Certifications/Licenses, continued

Step	Action
11	<p>The Certifications –Licenses FY DDF is view only and for reporting purposes. Data from the two previous DDFs will auto populate in this area.</p> 
12	<p>When the <i>Conditions of Employment</i> have been met, the Certifications –Licenses DDF can be changed to reflect this change. Change the 'No' to 'Yes'.</p> 
13	<p>When this change occurs and Conditions of Employment are <i>Met</i>, data will flow to the record and can be viewed in the persons Special Information > US Fed Cndtn of Emplmt. This area will not be updatable by other than an HR-Training responsibility.</p>

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Recording Certifications and/or Licenses

Steps for Recording Certifications/Licenses, continued

Step	Action
14	<p>To view the HR record, close all windows in the person record, and return to the Navigation List. Change your responsibility to CIVDOD Personnelist > People > Enter/Maintain > Find person > Special Info > US Fed Cndtn of Emplmt. The occupational certification or license received will now appear to include the date the certification or license was received.</p> 

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